

YES	NO	10. Questionnaire (Place an "X" in the proper column)
X		a. Is this the official copy of the series? If not, where is it?
	X	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
	X	c. Is this a vital record?
	X	d. Does this series have historical or long term research value?
	X	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
	X	f. Is the information contained in this series ever published? If yes, attach copy.
	X	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
	X	h. Is there a duplication of this series in your office, or in another office or agency? If yes, where?
X		i. Is this series (or a major portion of it) regularly microfilmed?
	X	j. Does the record series result in a computer printout?

11. Retention Requirements

The following requires the series to be kept:

- | | | | |
|--------------------------|--------------|-----------------------------------|-----------------|
| a. State Law | _____ years. | d. Audit period | _____ years. |
| b. Statute of limitation | _____ years. | e. Administrative need | 25 _____ years. |
| c. Federal law | _____ years. | f. Federal retention instructions | _____ years. |

Attach copy or excerpt of laws or regulations. Explain administrative need.

These records are related to insurance policy forms that will remain in effect for long periods of time and will be needed for reference when companies request a change in their policies and forms.

12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

- ☒ Calendar Year; ☐ Fiscal Year; ☐ Other _____ then,
- ☒ Microfilm
- ☒ Hold in the current files area until the film is verified then
- ☐ Transfer to local holding area, hold _____ year(s); then
- ☐ Transfer to State Records Center; hold _____ year(s); then
- ☒ Destroy. paper copy
- ☐ Transfer to State Archives for permanent retention.
- ☒ Other (Specify)

Reference Microfilm Copy (Office Reference Copy) - Hold in current file area 25 years; then destroy.

4/23/88 Duplicative Master
Master Duplicate Copy (Public Research Copy) - Transfer to State Archives for reference
retention use. 8/21/88 permanent

Security Microfilm Copy (Vital Records Copy) - Transfer to State Archives for security
retention and archival retention.

8/23/88

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
<i>[Signature]</i>	11/16/87	<i>[Signature]</i>	11-18-87
880122-03		State Records Committee (Signature)	
Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)		Date	
88-21		State Auditor/Designee	5-4-88
		Secretary of State/Designee	2 May 1988
		Attorney General/Designee	4 May 1988



OFFICE OF INSURANCE AND SAFETY FIRE COMMISSIONER

JOHN W. OXENDINE
COMMISSIONER OF INSURANCE
SAFETY FIRE COMMISSIONER
INDUSTRIAL LOAN COMMISSIONER
COMPTROLLER GENERAL

January 18, 2001

SEVENTH FLOOR, WEST TOWER
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(404) 656-2056 TDD# (404) 656-4031
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Mr. Peter W. Schinkel
Georgia Department of Archives and History
330 Capitol Avenue
Atlanta, GA 30334

RE: Retention Schedules

Dear Mr. Schinkel:

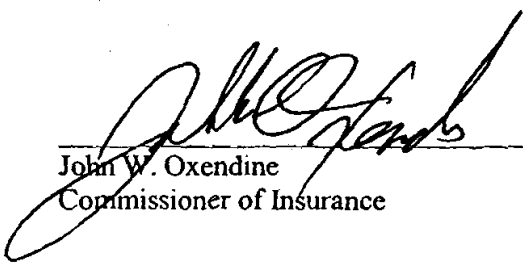
This is to request your assistance in enabling us to transfer certain records of the Georgia Department of Insurance to the State Archives.

These records are covered by Retention Schedules 88-19, 88-20 and 88-21. Approximately 12 years ago, a decision was made to microfilm these records and transfer the microfilms to the State Archives to be held for 25 years, after which they would be destroyed.

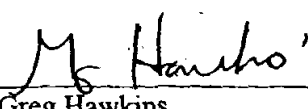
Due to quality and cost, this Department no longer microfilms these records. Now, it appears more feasible to transfer the actual documents (hard copies) to the Archives to be held for 25 years and then destroyed.

Would you please inform us as to what is needed to accomplish this. Thank you for your assistance.

Sincerely,


John W. Oxendine
Commissioner of Insurance


L. J. Darter, III
Administrative Procedure Attorney


Greg Hawkins
Director, Property and Casualty Division


Jeffrey Smith
Records Management Analyst

cc: Jim Wilson